

When completed, this form should be handed to the building administrator or designee for investigation.

Person Initiating Report		
Name:	Date Filed:	
Address:		
Phone Number:	Email:	
Relationship to student(s) being bullied (parent/guardian, fellow student, community member, etc.): _____		
<input type="checkbox"/> I prefer to remain anonymous. (The district will investigate all allegations of bullying, but it is more difficult to follow up on anonymous reports.)		
<i>Bullying frequently involves repeated behavior. If you have witnessed or have knowledge of more than one incident, please provide information on all incidents. Please feel free to use multiple forms or attach additional pages if necessary to report all related incidents.</i>		
Detail of Incident		
Date of Incident(s):	Time of Incident(s):	<input type="checkbox"/> I was <input type="checkbox"/> I was not a witness.
Location of Incident(s)— Be specific and detailed.		
Name of Targeted Student(s)	Grade Level	School of Attendance
Name of Student(s) Engaging in Behavior	Grade Level	School of Attendance
Names of others who may have witnessed this incident		
Description of Incident		
Describe the incident. Include as much information as possible. Do not try to “clean up” anything that was said or done.		
Is there any other relevant information for the district to know when investigating this incident?		

This report should be accompanied by any applicable evidence that bullying occurred, such as copies of notes, emails or photos. If the bullying involves sexting, nudity or inappropriate images of a minor, please DO NOT copy, download or further distribute these images. Instead, show the evidence to the building principal immediately so that appropriate action can be taken.

Signature of Reporter: _____ Date: _____